

Lawrence Berkeley National Laboratory
Contract Assurance Council
Meeting Minutes

Wednesday, July 11, 2007
University of California – Office of the President
Franklin Building, Room 11326

CAC members or representatives present:

Bob Foley	Patrick Reed
Bob Van Ness	John Oakley
Larry Coleman	Buck Koonce, by phone
Judy Boyette	John Layton, by phone
Al Diaz	

CAC members absent:

John Birely
Anne Broome
Bruce Darling
Charlie Robinson

Guest Participants

Jim Krupnick, LBNL
John Chernowski, LBNL
Terry Hamilton, LBNL
Howard Hatayama, LBNL

UCOP Staff

Ron Nelson, by phone
Gary Falle, by phone
Sandy Vinson

Welcome/Action Items

Bob Foley welcomed members and guests. Sandy Vinson asked for status of the open actions, 28, 29, 30, 31, and 32.

Item 28 – John Chernowski reported that the CFO is still reviewing levels of authority.

Item 30 – Sandy Vinson reported that Jim Hirahara has contacted Linneth Cox, UCOP Budget Office, for information regarding the child care facility matching funds.

Item 32 – John Chernowski reported that BSO and LBNL are doing their own validation.

Bob Foley requested a response on the 5 open action items for next meeting.

ISM CAP update

Howard Hatayama presented an overview of the *Integrated Safety Management Systems Evaluation at Lawrence Berkeley National Laboratory, Corrective Action Plan*. Howard reviewed the seven corrective actions, indicated examples of notable accomplishments, and described the ISMS CAP Major Activity completion chart, which forecasts through June 2008.

Pat Reed would like more information or a presentation on the issues management program.

Howard noted that they are tightening up subcontractor safety. Larry Coleman asked as to whether lab work on campuses is included in that program. Howard indicated that it was included, and they continue to work with the campuses.

Bob Foley requested that the major Activity completion chart be amended to show changes month to month (green bars).

Jim Krupnick acknowledged that there continues to be close monitoring of items.

Howard will also continue to work with BSO regarding the TRC DART rate.

Annual assurance Letter Review

Terry Hamilton, LBNL Internal Auditor, reported on the *Annual Assurance Letter Review*.

Terry discussed the authority, purpose, reporting method, and scope of the assurance letter. He also circulated a draft copy of the letter that will be sent to Aundra Richards on July 12, 2007.

Pat Reed suggested a language change and worked out the final word changes at the end of the

meeting. It was also suggested to acknowledge the activities of the CAC in the letter, which was done. Terry suggested that the presentation of the assurance letter to the CAC be a yearly event. It could be done earlier to facilitate input to the draft letter.

Anne Broome and Pat Reed should also be in the loop for input on the draft.

Proposal Initiatives Update

John Chernowski reported that of the 26 strategic initiatives from the LBNL proposal, 22 are complete. Four are open for monitoring on a quarterly basis. A letter will be drafted in August 2007 from LMO to BSO acknowledging the completion of the 22 initiatives. Judy Boyette was complementary of the completion of the Institutional Rehab and Improvement Costs Process that allowed funding of a vocational rehab counselor.

Bob Van Ness asked whether thought had been given to what the next set of initiatives should include.

As a final meeting comment, Jim Krupnick reported that David McGraw has had knee replacement surgery, and is doing well.

Action Items:

#	<i>Responsible Party</i>	<i>Action</i>	<i>Date Added</i>	<i>Status</i>
28	Chernowski LBNL	Review all changes in the signature authority-related systems	01/10/07	OPEN John Chernowski reported that the CFO is still reviewing levels of authority.
29	Fernandez LBNL	Determine if work is performed in UCB space that is required to be performed at the Lab, in violation of contract or appropriation provisions. (Using Contract 31 funding to perform work in UCB lab space [rather than in more costly LBNL space] does not constitute a cost accounting standard violation.)	01/10/07	OPEN
30	McGraw LBNL	Contact UCOP regarding availability of matching funds for a child care facility	04/18/07	OPEN Jim Hirahara has contacted Linneth Cox, UCOP Budget.
31	McGraw LBNL	Contact Grace Crickette, UCOP, regarding the availability of site-wide risk-management software	04/18/07	OPEN Howard Hatayama has met with Grace Crickette.
32	Hatayama LBNL	Explore with BSO the possibility of using third-party validation of the key seven CAs	04/18/07	OPEN